



CITY OF ATLANTA

Kasim Reed
Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

December 2, 2014

Dear Potential Proponents:

Re: FC-7595, Pre-Employment Background Screening Services

Attached is one (1) copy of **Addendum Number 6**, which is hereby made a part of the above-referenced project.

For additional information, please contact Krista A. Morrison, Esq., at (404) 865-8709 or by email at kamorrison@atlantaga.gov.

Sincerely,



Adam L. Smith

ALS/kam

ADDENDUM NO. 6

This Addendum No. 6 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

- **A total of seven (7) Questions and Answers** (see pages 4-5);
- **Revised Exhibit A-1; Cost Proposal** (see attachment 1); and
- **Revised Exhibit A-2; Specification Requirements** with **four (4)** additional questions (see attachment 2, questions 22-25).

The Proposal due date has NOT been modified and Proposals are due on Wednesday December 10, 2014 and should be time stamped in no later than 2:00 P.M. EST and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

Acknowledgment of Addendum No. 6

Proponents must sign below and return this form with Proposal response to the Department of Procurement.

Proponents must sign below and return this form with Proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-7595, Pre-Employment Background Screening Services Addendum No. 5** on this the _____ day of _____, 20__.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

Questions and Answers

- 1) In section 3.2.3.1 of the response, there is a duplicated request for Customer Service Representative in 3.2.3.1.4 and 3.2.3.1.5. Do you require two for that position, or should the fifth be for a different position?

Answer: The request was not duplicated; **two (2)** Customer Service Representatives are requested.

- 2) In section 3.3, we are asked to submit 1 original and 10 copies of the Cost Proposal. In section 4.5, we are asked to submit 1 original and 7 copies. Could you please clarify the number of copies desired?

Answer: Proponents should submit **one (1)** original and **ten (10)** copies.

- 3) If my company is a corporation (Georgia LLC) and we are applying for the Pre-Employment Background Screening bid, and the officers (the president, v. president, CFO) do not meet 7-10 year requirement but our key employees (hires) meet the Guidelines of 7-10 years of experience, would my company be eligible?

Answer: Yes; service provider key personnel need to meet the minimum qualifications.

- 4) Could you please detail the exact components required in the Criminal Records Check (State, Federal, County) as identified in Exhibit A-1 Scope of Services as compared with what is on the Cost Proposal (State, Federal, Instant Database)? Do you want searches at the county court level included in the Criminal package? Would that be for current county of residence, or all counties as determined by the application and Social Security trace?

Answer: In GA a statewide search will reflect all county charges/dispositions. We will depend on the expertise of the chosen Contractor to understand/know the "inner workings" of all fifty states when candidates are coming from outside of GA.

- 5) How does the City want the proponent to handle alias names?

Answer: If during the background check process, the Contractor discovers that an alias name has been used, the City would expect that the alias name would be checked just like the given name.

- 6) Can all court and similar fees be passed through at no markup, as is standard in the industry?

Answer: Yes.

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- 7) What is the scope of your Previous Employment Checks (number of employers and/or years)?

Answer: Currently, an attempt is made to check all employers listed on the application. The Scope of Services outlined in FC-7595, Pre-Employment Background Screenings requires employment verification for last seven (7) years and/or all relevant experience.

Revised Exhibit A-1; Cost Proposal

FC-7595, PRE-EMPLOYMENT BACKGROUND SCREENING

Please submit pricing for each individual item listed below and also bundle pricing based on a typical/most common ordered service for the City of Atlanta. Pricing shall include labor, the cost of any required software, and all other work required to complete a full screening of each of the requested types. Fees charged by different states and/or courts may be passed on at cost/with no mark-up.

Item	Unit Pricing*
County Criminal Background Check	
GA State Criminal Background Check (includes felonies and sex offender registries)	
Multi-State Criminal Background Check	
Federal Background Check	
Social Security Number Verification	
Check of Driving Record (DOT)	
Employment Verification	
Education Verification	
Professional/Personal References	
Professional License Verification (e.g. CPA, POST, GA State Bar, including military service)	
Credit Check	
Sex Offender Registry	
Other Checks	
Consulting Services (hourly rate)	
Total**	

Dated the _____ day of _____, 20__.

Corporate Proponent:
[Insert Corporate Name]

By: _____
Name: _____
Title: _____

OR

Non-Corporate Proponent:
[Insert Proponent Name]

By: _____
Name: _____
Title: _____

Corporate Secretary/Assistant
Secretary (Seal)

Notary Public (Seal)
My Commission Expires: _____

*Unbalanced proposals will not be considered (i.e. any proposals with cost for one service that is skewed). Any additional services may be billed separately via consulting services.

**All unit prices added together

Attachment 2

REVISED EXHIBIT A-2; SPECIFICATION REQUIREMENTS

Please read the description of each requirement and respond with the appropriate code and in the comment box tell us how your solution will meet or not meet the specified requirement. The winning Proponent's Exhibit A-2 will become a part of the executed Service Agreement.

Please specify beside each objective, the compliance level that you are reporting with one of the following choices:

- 1) Fully Compliant
- 2) Compliant with modifications
- 3) Compliant with comments
- 4) Non-Compliant

Ref no.	Requirement	Compliance Level	Comments
General Functions			
1.	Ability to handle alias and other names, please describe your process		
2.	GED checks in the state of GA, average turnaround time and how will you handle if not GA based		
3.	Ensuring data in results is as updated possible, please describe how data is obtained and updated.		
4.	How do you handle recommending additional services on an applicant? What are your decisions based on?		
5.	Fair Credit Reporting Act (FRCA) Compliance. Process and how do you communicate with candidates		
6.	Comfort level, success and experience in International searches, education and criminal.		
7.	Assisting in authorization of release forms management. How would you help the City get these in a more efficient manner?		
8.	Keeping clients updated on current legal requirements and/or changes.		

Attachment 2

9.	Sharing best practices/innovation in screening services. How?		
10.	Integration with Taleo Business Edition. How many times?		
11.	Quarterly Reporting, metrics with ad hoc requests as needed		
12.	Automated Adverse Action Process. Process		
13.	Batch ordering services, are you able to accommodate		
14.	Ability to see a report before completion		
15.	Protecting data. Describe how your team handles and process		
16.	Providing training and educational resources, including post implementation		
17.	Screening of your employees who will be handing our sensitive data, what is the process and level of screening.		
18	Ability to customize automatic notification to users when reports are complete or ordered		
19	Ability to access system 24 hours a day, 7 days per week.		
20	Minimal system downtime with adequate notification of any system maintenance		
21.	Setting up multiple billing locations within the City of Atlanta		
22.	Ability to complete 90% of all background checks within 72 hours.		
23.	Ability to accommodate an emergency/rush background check within 24 hours? Within 48 hours? Please explain.		

Attachment 2

24.	If there is a charge, how much would you charge to integrate with Taleo Business Edition?		
25.	Ability for the City to run reports on your system unassisted (average time to complete report, number of reports in any fiscal year, etc.).		